

USAID/Namibia Vacancy Announcement

2016/05

POSITION: Quality Assurance and Improvement Field Specialists (FSN-10)

OPEN TO: Namibian citizens

OPENING DATE: May 31, 2016

CLOSING DATE: June 23, 2016

WORK HOURS: Full-time; 40 hours/week

CONTRACT TERM: These positions are limited two-year term positions to support the PEPFAR HIV/AIDS Treatment Acceleration Plan (TAP). The possibility of extension exists based on the final completion date of the TAP and available funds.

LOCATIONS: Up to Two Positions in Oshakati and One Position in Rundu

BASIC FUNCTION OF THE POSITION:

The Quality Assurance and Improvement (QA/I) Specialists serve as one of several field-based (outside Windhoek) site quality and monitoring specialists. The Specialists plan, initiate, conduct, evaluate, and coordinate HIV/AIDS and TB program quality and apply state of the art QA/I data gathering research techniques to the monitoring of program/project/activity implementation in order to document results, and to translate data into meaningful policy and program improvement. The work concentrates on HIV/AIDS and TB, but as the regional field presence of USAID, the Specialists maintain awareness in all areas of USG activities in the greater PEPFAR program for improved coordination. The Specialists are remotely located in Oshakati and Rundu, and are expected to travel from their assignment location from 50%-75% of the time within the region of assignment to engage and work with facility, IP, and GRN staff in order to provide on-site direction and guidance to senior IP staff and regional decision makers, program administrations, technical staff, and other counterparts in the development and conduct of QA/I and M&E systems. In addition, the Specialists will engage in regular travel to USAID/PEPFAR offices in Windhoek, in order to engage with the Health Office staff and the USG Interagency team.

A. Program/Project/Activity Management – 30%

- Provide technical assistance at the regional, partner, and facility levels in the design, strengthening, implementation, maintenance and monitoring of quality in USAID PEPFAR activities in Namibia.
- Plan and track QA/I activities through a rigorous M&E system in health programs/projects/activities, ensuring that adequate findings and high-quality performance data are collected and utilized in USG programming and funding
- Facilitate consistent application of QAI standards, as outlined by the MOHSS and international best practices.

B. Capacity Building in Performance Monitoring – 30%

- Develop and implement QA/I capacity-building programs, workshops, and other technical assistance activities that serve to broaden the knowledge, practice, and effective implementation

of QA/I activities, including M&E for health, HIV, and TB programs/projects/activities at the national, regional, IP, and facility levels.

- Provide leadership in the development and documentation of effective tools and approaches for institutional and individual capacity building in QA/I, and document and disseminate successful strategies and approaches for replication.

C. Data Collection and Analysis –25%

- As members of the USAID/Namibia Strategic Information (SI) Team, support the effective collection, analysis and use of quality data.

D. Coordination – 10%

- Develop and sustain substantive relationships with relevant key partner institutions, including appropriate GRN Ministries and other national and non-governmental institutions and donors in Namibia, in order to ensure optimal coordination, harmonization, and alignment of processes, activities, and systems.
- Coordinate and collaborate with the USG Interagency PEPFAR team for efficiencies, reduced duplication, and sharing of best practices.

E. Performs other duties as assigned or required – 10%

Required minimum qualifications:

1. Completion of a Bachelor's Degree, or the local equivalent, in nursing, public health, social science, statistics, or an equivalent job-related field is required. An advanced degree in one of the above fields is desirable.
2. Level IV (fluent) English language proficiency is required. A good working knowledge (Level III) in a local language for the region of assignment is desired.
3. Three years of progressively responsible job-related professional-level experience in direct program/project/activity management, evaluation of programs/projects/activities, establishing and/or using advanced monitoring and evaluation (M&E) systems, or in closely related activities is required, with experience in a clinical setting.

Required knowledge, skills and abilities:

1. Knowledge of public health programming, M&E systems, HIV/AIDS and TB strategies and international best practices
2. Knowledge of international best practices in QA/I methodologies
3. Ability to quickly acquire, knowledge of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation.
4. Knowledge and understanding of the organization and roles of the health delivery systems in order to maintain effective communication, and to develop consensus on QA/I plans.
5. Ability to assume management and leadership roles, and have the ability to convene and/or facilitate meetings and trainings
6. Ability to obtain, evaluate and interpret factual data and prepare and present precise, accurate and complete reports.
7. Superior analytical and communication skills, including written and oral, to communicate technical information clearly and effectively to both technical and non-technical colleagues.
8. Resourceful, with good judgment, and able to work with persons from many backgrounds.
9. Able to work at a high level with computers and software for data and analysis.

APPLICATION SUBMISSION GUIDELINES

Interested applicants must submit the following **by e-mail only** to the attention of the Regional Executive Officer, USAID/Namibia, Windhoek, Namibia: (1) a signed cover letter expressing interest in the position; (2) a completed DS-174; and (3) a current CV.

DS-174 forms are available at: <http://windhoek.usembassy.gov/about-us/job-opportunities.html>.

All application materials, including any relevant supporting documentation, should be scanned (using Adobe Acrobat PDF format) and sent to windhoekhr@usaid.gov by **17:00 p.m. (local Windhoek time), June 23, 2016.**

The Subject line of the application email MUST read: “QA/I Field Specialist”. Each application must indicate in the first paragraph of the cover letter if the candidate is interested in placement at (a) Oshakati; or (b) Rundu; or (c) both Oshakati and Rundu. Candidates listing only one location will not be considered for the other location.

Please note that no applications received after the deadline will be considered and that hard copy applications will not be accepted. Only short listed candidates will be contacted.

Please note that all vacancies within the U.S. Embassy are advertised on the following website:

<http://windhoek.usembassy.gov/about-us/job-opportunities.html>

The U.S. Mission in Namibia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted/Cleared: Tara O’Day (Health Office Director)
Cleared: Markus Dausses (Regional Executive Officer, USAID/Namibia)